

INSTRUCTIONS FOR COMPLETING GRANT APPLICATIONS IN CATEGORY A FOR 2026



The Internal Grant Agency of the Faculty of Economics and Management, Czech University of Life Sciences Prague (IGA FEM) was established and operates in accordance with the Rules for the Provision of Support for Specific University Research under the Act on Support for Research and Development (Act No. 130/2002 Coll., on Support for Research and Development from Public Funds and on Amendments to Certain Related Acts).

I. Submitting grant applications for financial support from IGA FEM

Project proposals will be accepted from **January 12, 2026** in electronic form via the IGA web application at [IGA FEM](#). **The deadline for submitting applications is February 20, 2026, at 11:59 p.m.**

II. Filling out the application in the IGA system

IGA FEM accepts applications for financial support for research projects via an online application. In case of technical difficulties with processing the application, please contact the Information Services Center (Ing. Jan Prokop – prokop@pef.czu.cz).

The application should demonstrate that the applicant is familiar with the subject matter and is capable of carrying out the project. The subject matter of the project must correspond to the objective (or objectives) of IGA FEM as set out in the IGA Statutes. The form itself contains the following sections:

Title page

- This is filled in automatically and serves to check the basic information and status of the project.

Basic information

- Project name
- Key words
- Essence of the proposed project: in the form of an annotation, it provides information about the purpose of the research project and its theoretical and methodological focus. The description of the essence of the proposed project must clearly state what the research team wants to pursue, how and why the project will be carried out, and what the expected benefits of the project will be for theory and practice. (limit: 500 characters including spaces)
- Project start and end dates: The project will run from April 1, 2026, to March 31, 2027.

NOTE – The number of characters displayed in the IGA application includes spaces and line breaks. For this reason, the number of characters in MS Word and the IGA FEM application is not entirely identical.

Overview of the current state of the issue being addressed (limit: 5,000 characters including spaces)

Provide the **basic theoretical foundations** of the research project by means of an overview of the **current state of knowledge**. This overview should show what the project is based on, what it builds on, and what shortcomings of the current state are to be addressed by the project. The overview is written as a literature review, respecting citation standards, and includes a list of sources used (it is desirable to cite from Jimp or Jsc category journals).

Project objectives (limit: 2,000 characters including spaces)

The project objective should be clearly and objectively defined. Objectives can be divided according to level into a **general objective** and (several) **specific (sub)objectives**. In this section of the application, it is permissible to express the project objectives using bullet points. However, these should not be used to provide only a brief outline of the objectives, but rather to accurately capture the purpose of the project (and thus the rationale for the support). **The proposed objectives (both main and sub-objectives) must be consistent with the proposed duration of the project, the amount of funds requested, and the benefits for the theory, practice, and qualification work of the members of the research team.**

Methodology (limit: 5,000 characters including spaces)

This section should clearly outline the procedures that will be used to implement the project, i.e., the procedures that will lead to the achievement of the stated objectives. **This explanation should make clear what type of research will be carried out, how it will be conducted, and the individual steps that will lead to the achievement of the objectives.** In this section, also include "Research and/or technical uncertainty," i.e., all possible research or technical reasons why the project might not achieve its set goals and expected results. In this section, it is also possible (if relevant to the focus of the project) to provide information about the technical and software equipment that will be used in the project.

It is recommended to use specialized FEM laboratories for IGA projects.

Schedule (limit: 1,000 characters including spaces)

Following the methodology, **provide a schedule of work during the project.** The individual stages of the project must be logically linked and must correspond to the proposed type of research. The individual stages must be strictly adhered to during the project.

Research team

Select the composition of the research team in accordance with the guidelines set out in the IGA Statutes and the Call for Proposals. The research team must include at least two DSP students, at least one of whom must be in their first or second year.

Only a DSP student can serve as the **main researcher** (hereinafter referred to as the researcher). In the relevant tab, fill in the roles of individual team members (limit: 4,000 characters including spaces), which will indicate the reason for the team member's participation in the project and the extent of their involvement in the project. Also, list the 5 most significant publications achieved by the entire team in the last five years, regardless of whether they are publications by one team member or whether they are distributed among several team members.

If any member of the planned team was the main researcher on a previous IGA project that was evaluated by the Commission as unapproved or approved with reservations and the reservations were not removed (e.g., failure to publish the outputs), they cannot participate in the competition.

Planned budget

Budget values are entered in CZK.

Eligible costs within the implementation of research projects are:

- Material resources
 - Operating costs *
 - Services
 - Travel expenses
- Personnel costs
 - Salaries of the main researcher and co-researcher (remuneration for participating academic staff in the form of bonuses **)
 - Scholarships (remuneration for participating students in full-time and part-time doctoral programs)
 - Social security and health insurance, including increases for vacation refunds (see example)

*** Operating costs**

Eligible project costs may also include costs that naturally arise during the project but are difficult to quantify and justify as to what part is a project cost and what part is a cost of the research workplace (typically office and computer equipment). These additional operating costs constitute 20% of the total direct costs in each project, i.e., the sum of the Material Resources (before additional operating costs are included) and Personnel Costs chapters. Only costs associated with the project in question are eligible as additional operating costs. Additional operating costs include, for example, office supplies, toners, and computer equipment that will be used by members of the research team or their workplace. **The purchase of resources that fall under additional operating costs cannot be included twice under material resources unless they are directly related to the projects.**

**** Remuneration of academic staff**

Salaries for academic staff can be paid in the form of remuneration in accordance with the current rules at CZU (forms, approval process).

When choosing payment in the form of remuneration, it is stated here in the form of gross salary increased by a reserve to cover increased vacation refunds (see example). Remuneration for project work can be awarded to academic staff no later than August of the given year, so that it can be paid on the September payment date. Proposals for remuneration submitted later will not be accepted (Reason: so that the project receives the full vacation increase by the end of the calendar year and the projects can be closed with the full costs).

Example: we plan to pay an academic employee remuneration of CZK 10,000 gross. In addition, employer contributions of 34.22% of the gross salary (24.8% social security, 9% health insurance, 0.42% accident insurance) and approximately 17% reserve for all these items for the purpose of vacation reimbursement must be taken into account. Therefore, the amount of CZK 11,700 ($= 10 * 1.17$) will be entered in the item "Salaries of the main researcher and co-researcher" and the amount of CZK 4,004 ($= 11.7 * 0.3422$) will be entered in the item "Social and health insurance." When paying during the project, a proposal to award a bonus of CZK 10,000 will be submitted.

Justification of the budget (limit: 2,000 characters including spaces)

At this point, it is necessary to describe in detail the structure and use of funds so that the significance of individual parts of the budget for solving the task is clear. The proposed use of allocated funds **must correspond in terms of time and substance to the procedure for solving the research project!** Any noticeable inconsistency between the above-mentioned parts may be considered a serious shortcoming of the application during its evaluation by the Commission.

The purchase of technical equipment (namely personal and portable computers, etc.) that does not correspond to the direct implementation of the project will not be considered a necessary material provision, with the above-mentioned consequences for the evaluation of the application. Additional operating costs are allocated for the purchase of office supplies and, for example, computer technology.

Full-time and part-time students in doctoral study programs who are main researchers or co-researchers may receive **personal remuneration in the form of scholarships** for their work in the research team. The amount of the scholarship must correspond to the time spent on the project (and this must be precisely quantified in the project proposal). The hourly remuneration for a DSP student is expected to be CZK 200.

An integral part of the justification is **an overview of the distribution of personnel costs among individual team members**. According to the general rules, the share of personnel costs (including scholarships) associated with the participation of doctoral or master's students as researchers or other members of the research team in a student project in the total personnel costs (including scholarships) covered by the eligible costs of the student project, **is more than 75% (i.e., the amount allocated for scholarships must be greater than 75% (not equal to 75%) of the total personnel costs)**. In the event of a violation of this condition, the project will be rejected on formal grounds and will not proceed to substantive evaluation by the IGA Commission.

Travel allowances for students are paid (for accounting purposes) through special scholarships, but planned travel expenses **must be specified in the budget under "travel expenses."** Academic staff may claim travel allowances in accordance with the applicable CZU regulations.

Project contribution (limit: 4,000 characters including spaces)

In this section of the application, describe how the project contributes to expanding knowledge in the relevant field. It is essential to state how the project is innovative (what new theories/approaches it introduces or what new technologies and procedures it uses; how the proposed objectives and planned outputs are innovative) for the theory and practice of the field. Furthermore, the benefits for the qualification work of the main researcher and/or co-researchers should be stated.

Publications and planned project outputs

An important part is an overview of the planned project outputs. **The summary of these outputs cannot be less than the minimum required results for the relevant project category, see below.**

The desired outcomes of the solution are primarily articles in Jimp journals. Other supported outcomes include processed research project applications submitted to external grant agency competitions and the involvement of master's students in the project's research activities, which will result in these students enrolling in the FEM doctoral program. The number of planned outputs has a significant impact on the effectiveness of the use of funds and the scoring of the project.

Successful completion of the A* project is conditional upon the publication of at least one output belonging to the Jimp category classified as Q1 – Q3 (according to AIS). Each output must list at least one DSP student researcher in first or second place.

At a minimum, this output must be included in every project proposal (IGA FEM Statutes and Rules). Dedicating a single output (e.g., an article) to more than one project supported by IGA FEM is not permitted.

Example of a proper dedication:

The results and knowledge included herein have been obtained owing to support from the following institutional grant: Internal grant agency of the Faculty of Economics and Management, Czech University of Life Sciences Prague, grant no. 2026A2001.

IGA researchers are advised to publish in journals recommended by the CZU in relation to [AIS](#). The IGA Commission will proceed in accordance with the current opinion of the FEM management when evaluating the results.

Comments on the publication plan (limit: 4,000 characters including spaces)

At the time of submitting the application, it is necessary to have an idea of how the planned results will be achieved (in which journals and at which conferences the results of the solution can be published, how to process and ensure other planned outputs). Furthermore, it is necessary to calculate and state the total value of the publication plan. An overview of the point evaluation of the publication plan for the purposes of IGA project applications is provided in the following table.

** The conditions for project completion in the event that an article has been submitted for publication but has not yet been published by the deadline for submission of the final report are governed by the IGA Statutes.*

Publication category	Point rating
Jimp. – 1. quartile in the category WoS - AIS	50
Jimp. – 2. quartile in the category WoS - AIS	35
Jimp. – 3. quartile in the category WoS - AIS	25
Jimp. – 4. quartile in the category WoS - AIS	4
JSC – 1. quartile in the category Scopus	25
JSC – 2. quartile in the category Scopus	15
JSC – 3. quartile in the category Scopus	8
JSC – 4. quartile in the category Scopus	4
Article at a conference listed in Thomson Reuters	4
Other peer-reviewed outputs	2
*Other evaluated results	
Certified methodology	15
Utility model	15
Software	15
**Project applications	
Horizon Europe (CZU project coordinator)	40
Horizon Europe (CZU project partner)	15
GAČR, TAČR, NAZV up to CZK 1 million	10
GAČR, TAČR, NAZV over CZK 1 million to CZK 5 million	15
GAČR, TAČR, NAZV over CZK 5 million	20

*** Other evaluated results**

Specifications: see Definition of result types according to Methodology 2025+.

The condition is that such results are recognized in the RIV database.

**** Project applications**

This includes the submission of scientific grants, the implementation of which brings the faculty financial resources from external sources, such as Horizon Europe, GAČR, NAZV, TAČR, or other scientific projects. If the project is carried out by a consortium of several partners, the project coordinator must be CZU in Prague, except for Horizon Europe.

An eligible grant project is one that has been duly and timely submitted to the relevant grant competition during the implementation of the IGA project and is personally linked to the IGA project team. The project must be registered and approved in the DMS application, must not be excluded from the competition for formal reasons, and must also meet the conditions of eligibility in the substantive evaluation. This is documented by an extract from the DMS and confirmation of the

status of the project evaluation from the relevant agency (e.g., a link to the website with the current results of the competition, an extract from the grant competition application, etc.). A grant project may only be linked to one IGA project.

Other types of outputs are not relevant for IGA Category A project applications.

Project effectiveness rating

- below CZK 3,000/point – 15 points in the project rating
- above CZK 9,600/point – 0 points in the project rating

Example:

Minimum mandatory outputs for a one-year project (1 article Jimp - Q3 = 25 points) with the maximum amount of support (CZK 240,000), this is CZK 240,000 : 25 = CZK 9,600 per point obtained, i.e. 1 point in the project evaluation, i.e. it is advisable to increase the planned outputs or reduce the budget.

ATTENTION!:

When planning outputs, it is necessary to bear in mind that the above-mentioned planned outputs are binding for the research team. This condition is directly stipulated in the grant agreement. Failure to deliver the required outputs exposes the researchers to the risk of being banned from working at the IGA and the department to financial reimbursement for unfulfilled obligations.

Criteria checked:

- **Minimum number of publications according to IGA statutes**
- **Number of points obtained according to the project plan (possible substitution of outputs – in the case of publications, substitution is not possible using only Jost categories and conference contributions)**

The suitability and adequacy of the overall design of the project outputs will be assessed by reviewers, who will always take into account the duration of the project, the allocated funds, and the status of the researcher. The proposed outputs must comply with the applicable Methodology for Evaluating Research and Development Results in order to be eligible for inclusion in the RIV database. In order to meet the above conditions, dedication to the relevant project in the article (output) is decisive.

In Prague on December 11,
2025

On behalf of IGA FEM
doc. Ing. Jan Jarolímek, Ph.D.
(Commission Chair)